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VOUCHER NO.

Declassified in Part - Sanitized Copy Approved for Release 2013/08/14: CIA-RDP78B05707A000500050002-3

- 1. PREPARE IN ORIGINAL AND ONLY THOSE COPIES REQUIRED BELOW: (WHEN TRAVEL IS TO BE PERFORMED WITH VOUCHERED FUNDS. THE TRAVEL ORDER NUMBER WILL INCLUDE AN "XG" SUFFIX)
 - ORIGINA
- . (A) IF AN ADVANCE IS AUTHORIZED AND REQUIRED, THE ORIGINAL WILL BE USED TO DRAW THE ADVANCE FROM FINANCE OR FISCAL DIVISION, AS APPROPRIATE.
 - (B) IF NO ADVANCE IS REQUIRED. THE ORIGINAL WILL BE USED TO CLAIM REIMBURSEMENT FOR TRAVEL EXPENSES.

FIRST COPY . ORIGINATING OFFICE'S RECORD COPY.

- SECOND COPY . TO FINANCE OR FISCAL DIVISION, AS APPROPRIATE, FOR RECORD PURPOSES.
- IF THE ORIGINAL WAS USED TO DRAW AN ADVANCE. THE THIRD COPY WILL BE USED AS THE TRAVEL ACCOUNTING FOR THE ADVANCE.
- 2. A. FIRST-CLASS ACCOMMODATIONS ON COMMON CARRIERS OR USE OF POA NOT TO EXCEED COST BY COMMON CARRIER INCLUDING PER DIEM AND ALL EXPENSES ALLOWABLE UNDER AGENCY TRAVEL REGULATIONS WHEN NECESSARILY INCURRED IN PERFORM-ANCE OF TRAVEL ARE AUTHORIZED.
 - B. AUTHORIZATION, OR POST APPROVAL ON A SEPARATE SHEET ATTACHED. IS REQUIRED FOR INCURRING EXPENSES OF THE FOLLOWING: (1) EXTRA FARE PLANES AND TRAINS. (2) USE OF POA AT 10 CENTS PER MILE, (3) HIRE OF SPECIAL CONVEYANCES. (4) HIRE OF ROOM FOR OFFICIAL USE. (5) CHARGES FOR EXCESS BAGGAGE, (6) DOMESTIC TRAVEL ON ACTUAL EXPENSE BASIS NOT TO EXCEED \$25 PER DAY. (7) USE OF CONVEYANCE ON ACTUAL EXPENSE BASIS. (8) OTHER EXPENSES NOT NORMALLY RELATED TO TRAVEL NECESSARILY INCURRED FOR OFFICIAL PURPOSES.
- 3. WHEN TRANSPORTATION REQUESTS ARE USED, RECORD THE NUMBER OF EACH AND THE AGENT'S VALUATION OF THE TICKET IN THE COLUMNS PROVIDED, WITH NO AMOUNT ENTERED IN THE COLUMN HEADED "CASH PAID BY TRAVELER." USE THE LATTER COLUMN ONLY WHEN TRANSPORTATION IS PURCHASED WITH CASH. IN WHICH CASE THE COLUMNS HEADED "TRANSPORTATION REQUEST NUMBER" AND "AGENT'S VALUATION OF TICKET" WILL NOT BE USED.
- ATTACH COPIES OF EACH TRANSPORTATION REQUEST ISSUED, IF ANY, RECEIPTS, AND ANY UNUSED TICKETS.
- 5. PAYMENT OF ANY BALANCE DUE TRAVELER SHALL BE MADE BY U. S. TREASURY CHECK UNLESS WRITTEN INSTRUCTIONS ARE IS-Sued to the Contrary.
- 6. ANY UNUSED BALANCE OF AN ADVANCE SHALL BE REFUNDED BY ATTACHING THE TRAVELER'S PERSONAL CHECK OR A COPY OF A RECEIPT ISSUED BY THE DISBURSING OFFICE IN ACKNOWLEDGEMENT OF A REFUND IN CASH.

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	n Part - Sanitized Copy Approved for Release 2013/08/14 : CIA-RDP78B TRAVEL VOUCHER							
CONTINUATION SHEET								
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	1/Eastern Airlines would not honor my GTR on the air-							
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	No leave was taken during the period covered by this voucher.							
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FOR CLINOLL COE ONLY,

NPIC/ODir 1 November 1962

Accounting for trip to New York City STAT

28 October 1962

1725 - Left Steuart Bldg. for National Airport Govt. Auto 1800 - Left National Airport for LaGuardia Comm. Air

(paid cash for ticket - \$14.55)

1930 - Left LaGuardia for UN Headquarters Govt. Auto

2000 - Arrived U.S. Mission, UN Headquarters, N.Y. City

30 October 1962

1530 - Left UN Headquarters Govt. Auto

1605 - Arrived LaGuardia

1700 - Left LaGuardia for Washington Used TR one-way

1900 - Arrived National Airport

1930 - Left National Airport Taxi - \$2.70

1945 - Arrived Steuart Bldg.

ADVANCE - \$100.00